

**FAASafety.gov
Help Manual for
FAASTeam Directory
Federal Aviation Administration
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Gold Systems Inc.

FAASafety.gov Help Manual for FAASTeam Directory

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Section 1 - Overview

1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and ASCs using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	<p>Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp.</p> <p>You must have Javascript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.</p> <p>The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. <i>The FAASafety.gov web application cookies do not store any personal information.</i></p> <p>You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.</p>
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles
National FAASafety Outreach Manager (NFOM)
1020 North Flyer Way
Salt Lake City, UT 84116-2984
james.e.pyles@faa.gov
801-257-5071

Section 2 - Accessing the Administrative Sections

2.1 - Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.



Section 3 - Join the FAASTeam

3.1 - Updating Your Information

All administrative users who access the FAASafety.gov site after the launch of the new FAASTeam Directory will have to either update their information or apply to be a representative or lead representative.

After logging in, if you are an FPM or higher you will automatically be taken to the My Directory Information page as shown below.

FAAFTeam Online Individual Application

Welcome to the FAASTeam individual application. This application form can be used to apply for a position with the FAASTeam. [For more information, click here to view our information page about joining the FAASTeam.](#)

Individual FAASTeam Application ■ Indicates a Required Field, ■ Indicates an Error
(* marks fields which will be displayed to the public)

Your Name <small>Please use the name on your airman certificate, if applicable.</small>	<input type="text" value="Jim"/> <input type="text" value="McKenna"/> <small>First & Middle Last</small>												
Mailing Address <small>Street address and ZIP Code only (no city or state needed)</small>	<input type="text" value="Address 1"/> <input type="text" value="Address 2"/> <input type="text" value="Zip Code"/>												
Apply for Position **	<input type="text" value="[select position for which to apply]"/>												
Published Name ** <small>How you would like your name to display, i.e. "Jim Smith" instead of "James Smith"</small>	<input type="text" value="First & Middle"/> <input type="text" value="Last"/>												
Contact Phone Numbers ** <small>These phone numbers will be published. List in order of preference!</small>	<input type="text" value="[type]"/> <input type="text" value="XXX-XXX-XXXX"/> <input type="text" value="XXX-XXX-XXXX"/> <input type="text" value="[type]"/> <input type="text" value="XXX-XXX-XXXX"/> <input type="text" value="XXX-XXX-XXXX"/> <input type="text" value="[type]"/> <input type="text" value="XXX-XXX-XXXX"/> <input type="text" value="XXX-XXX-XXXX"/>												
Additional Email Addresses ** <small>These addresses will be published.</small>	<input type="text" value="Your email address jim.mckenna@faasafety.gov is automatically included."/> <input type="text"/>												
Airman Certification Types <small>i.e. Comm, A&P, Navigator, etc. If applicable.</small>	<input type="text"/>												
Airman Certificate Number <small>Where applicable.</small>	<input type="text"/>												
Total Flight Time <small>Round to the nearest hour. Enter only numerals 0-9. Enter 0 if not applicable.</small>	<input type="text" value="0"/> hours												
Last Trained Date <small>Date of Last Training (mm/dd/yyyy)</small>	<input type="text"/>												
Citizenship Country	<input type="text" value="United States"/>												
Recommended By <small>Please provide the name of the person that recommended you to the FAASTeam, if applicable.</small>	<input type="text"/>												
Number of Hours you can Volunteer each Month	<input type="text" value="0"/> hours												
Areas of Expertise ** <small>List your skills and qualifying experience, including present and past positions with the FAASTeam if applicable.</small>	<input type="text"/>												
Facilities You Can Provide <small>Please list any facilities that you have available for your use in seminars or events.</small>	<table><thead><tr><th>Facility Name</th><th>Type (stage, room, etc.)</th><th>Seating Capacity</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Facility Name	Type (stage, room, etc.)	Seating Capacity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Facility Name	Type (stage, room, etc.)	Seating Capacity											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
<input type="text"/>	<input type="text"/>	<input type="text"/>											
Self-Portrait Image <small>This image will appear in the directory for users to see.</small>	<div>Click the 'Browse' button to upload a color passport style image of yourself. Use a JPEG image with a resolution of 144 pixels wide by 144 pixels tall. Your picture will be automatically resized by our system if it is not exact, but it is recommended you use the same aspect ratio.</div> <div><input type="button" value="Browse..."/> <input type="text" value="Current Image"/> <input type="button" value="Upload Image"/> <input type="text" value="No image currently uploaded."/></div>												
Statement of Release <small>Check the box to signify that</small>	<input type="checkbox"/> I agree to the FAAFTeam Terms of Use .												

Any information the system has for you, name, etc. will be pre-populated. You should complete the rest of the fields, including uploading an image, **only fields marked with the double ** will be fields that will be displayed to the public when users access the site as show below.** Other fields will only be used for internal FAA purposes.

FAASTeam Directory

You may click on the name of any person or company in the directory to retrieve more information.

Name or Keywords [Go](#)
You may enter a name, city, state, zip, or expertise keywords above

Sort By: Then By: [Go](#)

Items 1 to 10 of 30 total Show me items per page [Next 10 ►](#)

Regional FAASTeam Manager	Wilkinson, James Anchorage, AK, 99513 (AL03)
FAASTeam Program Manager	SPM, Jim Sandy, UT, 84092 (NM07)
FAASTeam Representative	Scott, Vincent A West Chicago, IL, 60185 (GL03)
Regional FAASTeam Manager	RSPM, Fred Salt Lake City, UT, 84116 (GL07)
FAASTeam Lead Representative	PYLES, TEST! Sandy, UT, 84092 (NM07)
FAASTeam Representative	Pyles, Test 33 Renton, WA, 98057 (NM01)
FAASTeam Representative	Pyles, Jim Sandy, UT, 84092 (NM07)
Regional FAASTeam Manager	O'Brien Powell, Kathleen Anne Long Beach, CA, 90815 (WP01)
FAASTeam Program Manager	O'Brien, Kathleen Long Beach, CA, 90803 (WP01)
FAASTeam Program Manager	Neville, Test One Salt Lake City, UT, 84116 (NM07)

3.2 - Joining the FAASTeam

If you want to join the FAASTeam you will need to login and then access the Join the FAASTeam application. After logging in, click on the **About FAASTeam** link in the top header as show below.



When you click on the About FAASTeam link you will then be taken to the About FAASTeam page with a link in the left hand side to **Join the FAASTeam** as show below



From there you simply click on the link and complete the application, you should complete all the fields, including uploading an image, and click on Submit. **Only fields marked with the double ****

will be fields that will be displayed to the public when users access the site. Other fields will only be used for internal FAA purposes.

If you wish to complete the application at a later time, rather than submitting now, you can choose to click on Save for Later. Next time you login click on the Join the FAASTeam and the application will be presented with the last information you saved.

3.3 - FAASTeam Directory Listing

From any page on the site you will have the ability to view the FAASTeam Directory from the left hand navigation. The FAASTeam Directory will be sortable (by Published Name, Position, and Geographical Area), searchable by keyword and will list up to 50 items per page as show below.

FAASTeam Directory

You may click on the name of any person or company in the directory to retrieve more information.

Name or Keywords

You may enter a name, city, state, zip, or expertise keywords above

Go

Sort By: **Published Name**

Then By:

Go

Items 1 to 10 of 30 total

Show me 10 items per page

Next 10 ►

<i>Regional FAASTeam Manager</i>	Wilkinson, James Anchorage, AK, 99513 (AL03)
<i>FAA</i> STeam Program Manager	SPM, Jim Sandy, UT, 84092 (NM07)
<i>FAA</i> STeam Representative	Scott, Vincent A West Chicago, IL, 60185 (GL03)
<i>Regional FAASTeam Manager</i>	RSPM, Fred Salt Lake City, UT, 84116 (GL07)
<i>FAA</i> STeam Lead Representative	PYLES, TEST! Sandy, UT, 84092 (NM07)
<i>FAA</i> STeam Representative	Pyles, Test 33 Renton, WA, 98057 (NM01)
<i>FAA</i> STeam Representative	Pyles, Jim Sandy, UT, 84092 (NM07)
<i>Regional FAASTeam Manager</i>	O'Brien Powell, Kathleen Anne Long Beach, CA, 90815 (WP01)
<i>FAA</i> STeam Program Manager	O'Brien, Kathleen Long Beach, CA, 90803 (WP01)
<i>FAA</i> STeam Program Manager	Neville, Test One Salt Lake City, UT, 84116 (NM07)

Section 4 - FAASTeam Administration

Depending on your permission you will have the ability to access the following administrative links.

FAASTeam Directory
My Directory Information
Modify Others' Directory Information
Approve / Reject Applications
View All Applications

4.1 - My Directory Information

The My Directory information provides a link so that you can update your information anytime you access the FAASafety.gov site. Simply update the fields you wish and click on Save.

4.2 - Modify Others' Directory Information

If you have the proper permission you can access those team members under your direction and update their information. Simply update the information and then click on Save.

4.3 - Approve / Reject Applications

If you have the proper permission you can approve or reject team member's applications. Similarly to Events, all application must be approved (finally) by the RFPM. FPM's first preapprove Representatives or Lead Representatives application, then the RFPM is then notified that the application has been preapproved at the FPM level and the RFPM can then accept or reject the application.

To accept or reject an application, simply click on the **Approve / Reject Applications** link or click on the FAASTeam Directory link in the left hand side. If you have the proper permissions you will see the Directory with the following additions

FAASTeam Applications

This is a list of all FAASTeam Individual and Industry applications in the system. You may use the tools below to sort this list, and use the links as shown to manage these applications.

Name or Keywords	<input type="text"/>	Status	Approved	Region	[all]	Go
You may enter a name, city, state, zip, or expertise keywords above						
Sort By:	<input type="text"/>	Then By:	<input type="text"/>	Go		
Items 1 to 10 of 30 total Show me 10 items per page Next 10 ►						
FAASTeam Program Manager	<u>O'Brien, Kathleen</u>	Status: Approved	Updated: 12/11/2006 5:03 PM			
	Long Beach, CA, 90803 (WP01)					
Regional FAASTeam Manager	<u>O'Brien Powell, Kathleen Anne</u>	Status: Approved	Updated: 12/11/2006 4:28 PM			
	Long Beach, CA, 90815 (WP01)					

The small arrow on the right hand side allows you to update or approve (reject) an application that has not yet been approved. Simply click on the arrow and you will then have two links, Approve / Reject or Modify Data.

		Approve/Reject Modify Data
FAASTeam Industry Member	<u>Dimestore Aviation</u>	Status: Submitted
	Spokane, WA, 99215	Updated: 12/11/2006 3:32 PM

If you chose to approve (preapprove for FPM's) the application, review and then simply click on the radio button "preapprove application" (for FPM's), you will then need to select which position you are approving the applicant for, select the position and then click on the Submit button at the bottom of the application.

Application ID:	65
Applying User:	Jim McKenna (jim.mckenna@faasafety.gov)
Application Date:	12/11/2006 10:31 PM
Application Status:	Submitted
Applied for Position:	FAASTeam Lead Representative

Full Name	Jim McKenna
Published Name	McKenna Jim BO
Position	(Unassigned)
Last Trained Date	Not specified
Address	123 Blue Stone
Location	Salt Lake City, UT 84123
Country	United States
Certification Types	Not provided
Certificate Number	Not provided
Total Flight Time	20
Referred By	Not provided
Hours per Month	12
Expertise	This is a test
Facilities	No facilities listed
Contact Options	jim.mckenna@faasafety.gov [Cell] (800) 123-4567

☒ Preapprove Application
 ☐ Reject Application

Preassign User this Position:

FAASTeam Program Manager ▼

(Unassigned)
 National FAASTeam Manager
 Regional FAASTeam Manager
FAASTeam Program Manager
 FAASTeam Lead Representative
 FAASTeam Representative
 Speaker
 Facilities Provider

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If you choose to reject the application you MUST provide a reason for the rejection. Click on the radio button, "reject application", then complete the reason text area and then click on submit.

Application ID:	90
Applying User:	PILOT (pilot@faasafety.gov)
Application Date:	12/11/2006 12:44 PM
Application Status:	Preapproved
Applied for Position:	FAASTeam Representative
Full Name:	JOHN PILOT
Published Name:	JOHN PILOT
Position:	(Unassigned)
Last Trained Date:	Not specified
Address:	1234
Location:	Orlando, FL 32822
Country:	United States
Certification Types:	ATP
Certificate Number:	001555555
Total Flight Time:	10580
Referred By:	Ken
Hours per Month:	10
Expertise:	FLIGHT INSTRUCTION
Facilities:	No facilities listed
Contact Options:	pilot@faasafety.gov [Cell] (404) 305-6004

☐ Approve Application
 ☒ Reject Application

Reason for Rejection:

As soon as an application has been fully approved (by an RFPM) or rejected the applicant is notified by email. If approved, the necessary permissions are automatically updated on the system and the representative or lead representative can log in and access the correct areas of the site.

4.4 - View All Applications

If you select to View All Applications, you will be presented a list of all applications that have been submitted, approved, or rejected, with the appropriate status listed on the right hand side as shown below

Items 1 to 10 of 39 total			Show me 10 items per page	Next 10 ►
(Unassigned) Applied as FAASTeam Lead Representative	Jim BO, McKenna Salt Lake City, UT, 84123 (WP07)	Status: Submitted Updated: 12/11/2006 10:31 PM		
FAASTeam Industry Member	Test Salt Lake City, UT, 84123	Status: Rejected Updated: 12/11/2006 5:34 PM		
FAASTeam Program Manager	O'Brien, Kathleen Long Beach, CA, 90803 (WP01)	Status: Approved Updated: 12/11/2006 5:03 PM		
Regional FAASTeam Manager	O'Brien Powell, Kathleen Anne Long Beach, CA, 90815 (WP01)	Status: Approved Updated: 12/11/2006 4:28 PM		
FAASTeam Representative	Chute, Para Renton, WA, 98057 (NM01)	Status: Approved Updated: 12/11/2006 4:09 PM		

In addition to being able to View All Applications, administrators have the additional functionality of being able to sort by Status or Region. Simply select from the drop down which you would like (or both) and then click on the "GO" button on the right hand side.

FAASTeam Applications

This is a list of all FAASTeam Individual and Industry applications in the system. You may use the tools below to sort this list, and use the links as shown to manage these applications.

Name or Keywords Status *[any]* ▼ Region *[all]* ▼

You may enter a name, city, state, zip, or expertise keywords above

Sort By: ▼ Then By: ▼

FAASTeam Directory

You may click on the name of any person or company in the directory to retrieve more information.

Name or Keywords

You may enter a name, city, state, zip, or expertise keywords above

Sort By: *Published Name* ▼ Then By: ▼